

## Member Guide

### Report an Absence from a Course/Activity

**NOTE:**

**Members are able to report their own absences by logging into UMAS**

**Members/tutors are not able to remove the member from an absence**

**Course Coordinator is responsible for removing member absences**

1. Go to <https://u3acasey.org.au/> website and click on **Member Login** top right of the menu
2. The following page appears

U-MAS - U3A Casey

Home  
Courses  
Log in  
Join  
Contact us

U3A Casey  
Casey  
UNIVERSITY OF THE THIRD AGE

# Log in

Member no. or email address\*  
Please enter either your member number or your email address

Password\*  
Please enter your password

SUBMIT

Help links

Tip. You can use a Tablet or a Smartphone. The display will adjust to screen size. However, if you have shaky fingers stick to Tablet/Laptop/PC.

3. Click on Login

# Log in

Member no. or email address\*

Password\*

SUBMIT

Help links

- Forgot password?  
[Reset password](#)
- Not a member yet?  
[Join up](#)
- Forgot member number?  
[Retrieve member number](#)
- Forgot all login details?  
[Retrieve member details](#)

4. Login using Member No (or email address) and Password.

Tip. If you are sharing a device with a family member and autofill is on you will have to over-ride to enter a password for the person who is not the primary user.

5. After successful login you will see My Membership details (incomplete screen shown)

**My Membership**

To update your details, simply edit the form below, and then click the SAVE button at the bottom of the form. You can also change your  and view your [enrolments](#), [invoices](#) and [absences](#).

Member Number 17147	Member Type Full Member
Membership Active No	Membership Expiry 28 Feb 2019

First name \*  Surname \*

Preferred name

Street \*

Suburb \*  Postcode \*

State \*

6. Click on My Absences in the Menu on the left

**My Absences**

**Submit Absences**

Select Course  Select Reason \*

Start Date \*  Finish Date \*

7. Select the Course or All Courses applicable
8. Select Reason for the absence. This is optional and the default is "Other"
9. Select the date range applicable
10. Click Submit and the absence will be recorded
11. Once an Absence is recorded it will be displayed on the same page under Current Absences

## Current Absences

Course	Course Code	Start Date	Finish Date	Reason
Office Use Only	20ZZZ14	23 Aug 2020	31 Oct 2020	Holiday

### Notes

When a member (or office on behalf of the member) report an absence an email will be sent to the member (if you have an email), the tutor / leader (if they have an email), the Course Coordinator and the administrator.

If you (the member) needs to make a change to your reported absence, please advise Course Coordinator with the details.

The member can view their reported absences at any time by selecting “List current absences”

Casey U3A Membership Terms and Conditions state - clause 10. Due to the popularity of some classes if a member fails to attend three (3) consecutive classes without a valid reason their place may be offered to someone on the waiting list.

cl 11. If a member is going to be absent for more than three (3) consecutive course times they must notify the course leader or the office to maintain their place in the course coordinator - [courses@u3acasey.org.au](mailto:courses@u3acasey.org.au)